

Acting Manager, Farm
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=253824>

Downloaded On: Jun. 18, 2025 9:45am

Posted Feb. 27, 2025, set to expire Jun. 25, 2025

Job Title Acting Manager, Farm
Department Natural Sciences Division Office
Institution Mt. San Antonio College
Walnut, California

Date Posted Feb. 27, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Agriculture/Vet Med

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Job Description

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Acting Manager, Farm

Position Number: CM-216-2024

Division: Natural Sciences

Department: Natural Sciences Division Office

FTE: 1.00

Term (month/year): 12 months/year

Annual Salary Step Range: Step 1 - \$126,228.00

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Initial Screening Date: 03/25/2025

Open Until Filled: Yes

Position Description

Position Overview:

This is a Temporary Management position which can be terminated by the District at any time and cannot exceed 24 months. Holding this position does not give an individual rights to any permanent position the District may open.

Definition:

Under administrative direction and oversight of the Dean, Natural Sciences, this position plans, schedules, assigns, and reviews the work of Farm Program staff, including animal units, horticulture unit, and agriculture lands; oversees and maintains Farm financial accounts; coordinates, monitors, and provides technical input for assigned farm operations, maintenance, and related projects and programs; provides responsible technical assistance to the Dean, Natural Sciences; performs a variety of technical tasks relative to the assigned functional area.

Supervision Received and Exercised:

Receives general direction from the Dean, Natural Sciences. Exercises direct and general supervision over assigned staff.

Class Characteristics:

This is a management classification responsible for planning, organizing, supervising, reviewing, and evaluating the work of Farm Program staff. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including operational and maintenance planning, development and administration of program budgets, and various other projects. Successful performance of the work requires an extensive background in farm operations, as well as, the use of considerable independence, initiative, and discretion within established guidelines.

Examples of Essential Functions(Illustrative Only):

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1. Plans, organizes, assigns, supervises, and reviews the work of assigned staff of the Farm Program, including animal units, horticulture unit, and agriculture lands.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services, projects, and activities; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
3. Assists with the selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
4. Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
5. Monitors operations and activities of the Farm Program; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
6. Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
7. Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement.
8. Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
9. Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
10. Supervises and participates in the development and implementation of weekly, monthly, and annual plans for assigned units and programs.
11. Oversees the coordination of the sales of the farms products, including animals, horses, and horticulture; researches current sales, expenses, and market trends to establish prices.
12. Obtains and maintains permits, licenses, and certificates to ensure compliance of farm operations, including performing inspections to meet regulatory requirements.
13. Manages all aspects of student residents at the farm, including maintaining contracts and agreements, ensuring compliance with rules, policies, and procedures, and coordinating utility services.
14. Prepares and presents various reports and other necessary correspondence; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.

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15. Reviews and maintains operational data; analyzes and evaluates data results; implements findings and takes corrective action, as necessary.
16. Answers questions and provides information to faculty, students, staff, and the public; investigates inquiries; recommends corrective actions to resolve issues.
17. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
18. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
19. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
20. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
21. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
22. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
23. Performs other related duties as assigned consistent with the scope of the position.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
3. Principles and practices of farm operations and maintenance program development and administration.
4. Principles, practices, equipment, tools, and materials of farm operations and maintenance.
5. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Basic principles and practices of budget program development, administration, and accountability.
7. Farm Program, including animal units, horticulture unit, and agriculture lands safety principles, practices, and procedures.
8. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
9. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

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10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

11. Techniques for providing a high level of customer service by effectively dealing interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills and Abilities:

1. Implement, advocate for, and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
6. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
7. Organize, implement, and direct farm operations and maintenance services, projects, and activities.
8. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
9. Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
10. Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
11. Perform the most complex farm operations and maintenance duties and operate related equipment safely and effectively.
12. Develop cost estimates for supplies and equipment.
13. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
14. Prepare clear and concise reports, correspondence, procedures, and other written materials.
15. Establish and maintain a variety of filing, record-keeping, and tracking systems.
16. Make sound, independent decisions within established policy and procedural guidelines.
17. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

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18. Operate modern office equipment including computer equipment and software applications programs.
19. Communicate effectively through various modalities.
20. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
21. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
22. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to a bachelors degree from a regionally or nationally accredited four-year college or university with major coursework in agricultural science, animal sciences, or related field; and
2. Five (5) full-time equivalent years of increasingly responsible experience in farm and/or ranch management, including two (2) years of lead or supervisory experience.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certificates:

A valid California Class A drivers license with the appropriate endorsements is required.

To apply, visit <https://hrjobs.mtsac.edu/postings/13404>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their

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educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal-opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

The District works to create an inclusive environment that provides a safe haven for international students, veterans, re-entry students, LGBTQIA+ students, and students of various learning styles regardless of citizenship status.

We are committed to hiring Faculty, Staff, and Management who understand how cultural diversity in the academic environment promotes academic excellence, fosters cultural, racial, and human understanding, and provides positive role models for all students.

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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